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Descriptive Summary
Title: Career Action Center-Resource Center for Women Records
Collection number: M1654
Repository: Department of Special Collections and University Archives
Languages: Languages represented in the collection: English
Collection size: 17.0 Linear feet (29 manuscript boxes, 2 flat boxes)
Dates: 1972-2002
Creator: Career Action Center.

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Preferred Citation
[Identification of item], Career Action Center-Resource Center for Women Records, M1654, Dept. of Special Collections, Stanford University, Stanford, Calif.

Access
Collection is open for research.

Arrangement
The collection is arranged into five series:
Series I. History
Series II. Administrative Records
Series III. Financial Records and Fund Development
Series IV. Programs and Publications
Series V. Audio/Visual Materials

Scope and Content of Collection
This collection includes administrative records, financial records, photographs, scrapbooks, publications, program materials, video and audio tapes related to the founding and history of the Career Action Center-Resource Center for Women, a job resource center active on the San Francisco Peninsula between 1973 – 2002.

Organizational History
The Resource Center for Women (1973-2002, name changed to Career Action Center in 1988) was founded in 1972 by five women, Eleanor Shelling, Mary Morley Perez, Peggy Kelly Larsen, Marylyn Morrell, and Martha Faust Hargadon, who met at a career planning workshop called “the Next Step” sponsored by the Stanford Faculty Women’s Club. The nonprofit center began with a staff of volunteers and the goal of providing guidance to a variety of women in transition, including well-educated women, women re-entering the work force, women with children, widowed and divorced women, and women active in their communities as volunteers. It was supported by individual and corporate donations, membership subscriptions, and grants. The center's original mission statement read: “The Center will serve women who wish to make informed choices about the direction of their lives. It will be an active link between clients who want to use their talents more fully and the educational, volunteer, and salaried work opportunities on the San Francisco Peninsula.” Its first newspaper ad read “WOMEN interested in professional part-time or short term work send resumes to Resource Center for Women, 1176 Emerson, P.A.;” and its first workshop, held at Foothill College January 1973, was entitled “Focus on Choice: Women in Transition.” Over two thousand women contacted the center in its first year for employment assistance, education programs, counseling, referrals, and use of the center library.

Bertha Bodek Kalson served as the center librarian from 1974 to 1989, starting with a shoe box of clippings and developing a collection that became a model for local organizations. The collection included college catalogs, statistical surveys, career guides, materials on women's organizations, subject files and video tapes. By 2000 membership was down and the center...
was struggling to survive as a low-cost career services provider. After exploring merger possibilities the center closed in 2002. Its library was donated to the North Valley Job Training Consortium and a fund for career development was established through the Women’s Foundation.

**Career Action Center Directors**

Eleanor R. Shelling, 1974-1979  
Judith Ousterhout, Executive Director, 1979-1984  
Gail Stypula, Executive Director, 1984-1988  
Diane Pelosi Saign, Executive Director, 1990-1998  
Sharon Bray, Chief Executive Officer, 1998-2000  
Emily Mora, Chief Executive Officer, 2000-2001

**Acquisition Information**

Accession number: 2008-339. The Career Action Center Records were given to Stanford University for the Department of Special Collections by Marylyn Morrell in March 2008.

**Subjects and Indexing Terms**

Career Action Center.

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**Series I. HISTORY**

**Scope and Content**

This series includes original plans for the center, information about events and course offerings, materials from the 1977 time capsule, special events materials, posters and photographs, and scrapbooks.

Box 1 History, 1972  
Box 1 History, 1972-1973  
Box 1 History, 1973  
Box 1 History, 1974 (3 folders)  
Box 2 History, 1975 (2 folders)  
Box 2 History, 1976 (2 folders)  
Box 2 History, 1977 (2 folders)  
Box 2 History, 1978 (2 folders)  
Box 2 History, 1979 (2 folders)  
Box 3 History, 1980-1989 (2 folders)  
Box 3 History, 1990-1999 (2 folders)  
Box 3 History, 2000-2002  
Box 3 Resource Center for Women proposal, circa 1972-1978 (3 folders)  
Box 4 Grants and fundraising, 1972-1973  
Box 4 Letters of endorsement, 1972-1973  
Flat-box 6 Five founders photo, 1973  
Box 5 Scrapbook, Bertha Kaison, 1973-1989  
Box 4 Time capsule, 1977 (5 folders)  
Flat-box 6 Time capsule, 1977  
Box 7 History steering committee, 1992  
Box 7 Twentieth anniversary, 1993  
Flat-box 6 Twentieth anniversary photo collage, 1993  
Box 7 Goodbye Sherman St. party, 1996  
Box 7 Twenty-fifth anniversary, 1998  
Box 7 Funny file  
Box 7 Closure, 2002  
Flat-box 6 Posters and awards  
Flat-box 6 Shirt  
Flat-box 6 Scrapbook, clippings  
Flat-box 8 Scrapbook, Pinnacle, 1995-1996  
Flat-box 8 Scrapbook, opening day, 1996
| Flat-box 8 | Scrapbook                      |
| Flat-box 8 | Guest register                |
| Flat-box 8 | Lapel pins                    |
| Box 9      | Miscellaneous history (5 folders) |
| Box 10     | Publicity photos              |
| Box 10     | Photos, twentieth anniversary, 1993 |
| Box 10     | Photos, holiday party, 1994   |
| Box 10     | Photos, volunteer luncheon, 1996 |
| Box 10     | Photos, open house, 1996      |
| Box 10     | Photos, Women of Vision, 1996 |
| Box 10     | Photos, Kahn party, 1997      |
| Box 10     | Photos, Women of Vision, 1999 |
| Box 10     | Miscellaneous photos (11 folders) |

**Series II. ADMINISTRATIVE RECORDS**

**Scope and Content**

This series includes original funding proposal, articles of incorporation and by-laws, organizational planning materials and annual reports, board of directors meeting minutes and handbook, statistics, personnel, volunteers, and materials related to closure.

| Box 11 | Articles of incorporation and by-laws |
| Box 11 | Funding proposal, 1973                 |
| Box 11 | Annual reports, 1973-1979              |
| Box 11 | Annual reports, 1980-1989              |
| Box 11 | Annual reports, 1990-1999              |
| Box 11 | Planning, 1972-1973                   |
| Box 11 | Planning, 1976-1977                   |
| Box 11 | Planning, 1977-1978                   |
| Box 11 | Planning, 1984-1989                   |
| Box 12 | Planning, 1992-1993                   |
| Box 12 | Planning, 2000                        |
| Box 12 | Board of directors, 1978               |
| Box 12 | Board of directors, 1979               |
| Box 12 | Board of directors, 1980               |
| Box 12 | Board of directors, 1981               |
| Box 12 | Board of directors, 1982               |
| Box 12 | Board of directors, 1983               |
| Box 13 | Board of directors, 1984               |
| Box 13 | Board of directors, 1985               |
| Box 13 | Board of directors, 1986               |
| Box 13 | Board of directors, 1987               |
| Box 13 | Board of directors, 1988               |
| Box 13 | Board of directors, 1990               |
| Box 13 | Board of directors, 1991               |
| Box 13 | Board of directors, 1992               |
| Box 14 | Board of directors, 1993               |
| Box 14 | Board of directors, 1994               |
| Box 14 | Board of directors, 1995               |
| Box 14 | Board of directors, 1996               |
| Box 14 | Board of directors, 1997               |
| Box 14 | Board of directors, 1998               |
| Box 14 | Board of directors, 1999               |
| Box 15 | Board of directors, 2000-2001 (3 folders) |
| Box 15 | Board of directors, 2002 (2 folders)   |
| Box 16 | Board of directors’ book, 1982-1983   |
| Box 16 | Board of directors’ book, 1986-1987   |
| Box 16 | Board of directors’ book, 1996-1998   |
| Box 16 | Board of directors’ book, 1999-2000   |
| Box 16 | Business advisory committee            |
Box 17
- Merger proposal, UCSC Extension, 2001
- Merger proposal, Center for Training and Careers, 2001
- Organizational charts
- Personnel
- Statistics, 1999
- Statistics, 2000 (2 folders)
- Statistics, 2001
- Statistics, volunteers

Series III. FINANCIAL RECORDS
Scope and Contents note
This series includes financial records, such as budget reports, and materials related to fund development activities, such as the Pinnacle and Circle of Friends luncheons.

Box 18
- Financial records, 1990-1996
- Financial records, 1997-1999 (2 folders)
- Financial records, 2000-2002
- Fund development, 1978-1979
- Fund development, 1980-1989
- Fund development, 1991-2001
- Fund development, affiliate luncheons, 1973-1989
- Fund development, fund raising institute
- Fund development, fund raising school, 1980 (2 folders)
- Fund development, Pinnacle, 1990-1999
- Fund development, circle of friends, 1995-2000
- Fund development, circle of friends, 1998 (2 folders)
- Fund development, campaign for a new era, 1997
- Fund development, Morrell
- Fund development, Lyman
- Fund development, Wright

Series IV. PROGRAMS AND PUBLICATIONS
Scope and Content
This series includes various newsletters, publications (such as the Resource Guide), clippings, and course offerings.

Box 22
- Publications by other organizations, 1964-1980 (3 folders)
- Talent Source, 1973-1985 (3 folders)
- Resource center publications, 1974-1977
- Affirmative Answers, 1974-1976 (5 folders)
- Hewlett Packard equal opportunity workshop, 1974
- Seminars and workshops, 1974-1986
- Course offerings, 1975-1979
- As of Yesterday, 1975-1980
- Resource Center standards, 1976
- Training for Finding a Job, 1976
- Affirmative Action Update, 1976-1979
- Resume workshops and handbooks, 1977-1982
- Catalyst conference, 1978
- Resources, 1981-1983
- Resources, 1984-1988
- Connections, 1988-1995

Series IV. PROGRAMS AND PUBLICATIONS

Box 25
- Catalog, 1991-1995 (2 folders)
- Annual report, 1993
- The Buzz, 1993-1995
- Corporate Connections, 1994-1998
- Volunteer Connections, 1994-1999
- Career Action Connections, 1995-1997
- Counseling Connections, 1995-1996
- Slightly Off Center, 1996-2000
- Member Connections, 1997-1999
- Speaker series, 1998 (2 folders)
- Speaker series, 2000
- Book draft, 2000
- Clippings, 1973-1979
- Clippings, 1980-1989
- Clippings, 1990-1999
- Clippings, 2000-2002
- Press releases, 1975-1978
- Studies and articles
- Miscellaneous programs and publications (4 folders)

Box 26

Box 27
- Corporate Connections, 1994-1998
- Volunteer Connections, 1994-1999
- Career Action Connections, 1995-1997
- Counseling Connections, 1995-1996
- Slightly Off Center, 1996-2000
- Member Connections, 1997-1999
- Speaker series, 1998 (2 folders)
- Speaker series, 2000
- Book draft, 2000
- Clippings, 1973-1979
- Clippings, 1980-1989
- Clippings, 1990-1999
- Clippings, 2000-2002
- Press releases, 1975-1978
- Studies and articles
- Miscellaneous programs and publications (4 folders)

Series V. AUDIO/VISUAL MATERIALS

Scope and Content
This series includes VHS and audio tapes of Career Action Center events, news and publicity related to the Center, and interviews with founding members.

Box 28
- Lew Platt, Hewlett Packard, Career Self Reliance (2 VHS tapes)
- Career Action Center, Access Los Altos (VHS)
- Career Action Center P.R. (2 VHS tapes)
- Community Network, 1998 (VHS)
- Channel 7 News, 1988 (VHS)
- Channel 7, Guilbault, 1989 (VHS)
- Women of Vision, 1990 (VHS)
- Women of Vision, 1992 (VHS)
- Women of Vision, 1994 (2 VHS tapes)
- Women of Vision, 1995 (2 VHS tapes)
- Women of Vision, 1997 (VHS)
- Women of Vision, 1998 (2 VHS tapes)
- Women of Vision, Gardner/Bray, 1999 (2 VHS tapes)
- Women of Vision, 1999 (VHS)
- Women of Vision, 2000 (VHS)
- Donor party, 1990 (VHS)
- Pinnacle, 1992 (VHS)
- Platinum Sponsor roundtable, 1993 (VHS)
- Body Speed breakfast run, 1993 (VHS)
- Orientation tape, 1993 (VHS)
- Orientation tape (VHS)
- Donor/Friend party, 1993 (VHS)
- Twentieth year, 1993 (VHS)
- PBS, The World of Work, 1996 (VHS)
- SUN, 1996 (VHS)
- Toward a Resilient Workforce, 1995 (VHS)
- Hewlett Packard, 1997-1998 (VHS)
- PBS, Digital Divide I, 2000 (VHS)
- PBS, Digital Divide II, 2000 (VHS)
- Vision to Success (video cassette for broadcasting)
- Interviews with Marylyn Morrel and Jing Lyman (audio)
- Interviews with Diane Saign, Ellie shelly, Peggy Larsen (audio)
Box 31  Share the Vision, 1998 (2 audio tapes)
Box 31  Career Action Center, 1997 (audio)
Box 31  Women of Vision, 1997 (3 audio tapes)
Box 31  Pinnacle (audio)
Box 31  Pinnacle, 1997 (2 audio tapes)
Box 31  Pinnacle, 1998 (2 audio tapes)
Box 31  National Career Fitness (audio)